



Adult Drug Treatment Court TRIP REQUEST FORM

1. All trip requests are approved for only the dates/times and locations of the completed and approved trip request form.
2. You are not allowed to change the location of a trip request without ADTC Team approval.
3. If you leave later than planned on your trip request you are required to notify your drug court coordinator immediately upon not leaving at the time noted on your form. You are required to comply with ADTC until changes to your trip request are approved by the ADTC Team.
4. If you return early from your trip request you are required to notify your drug court coordinator immediately upon returning at another date/time then noted on your form. You are required to complete all ADTC requirements from the moment you return early.
5. You can be sanctioned if you fail to complete ADTC requirements when you leave late and/or return early from an approved trip request.

Client Name:	
Client Phone #:	
Location of trip:	
Address where residing on trip:	
Contact phone #'s during trip:	
Date Leaving:	
Time Leaving:	
Date Returning:	
Time Returning:	
Mode of Transportation: (attach verification if travel is by train, plane or bus)	
Meetings to be attended:	
Reason for trip request:	
Date Submitted:	

CHART Team Approved: Yes / No (Please Circle)

PLEASE RETURN THIS FORM DIRECTLY TO

THE DRUG COURT COORDINATORS:

Karla Benjamin Tel #: 425-388-3546 Fax #: (425) 388-3597

Laura Whitaker Tel#: 425-388-3093 Fax #: (425) 388-3597

(FORM DATE: 1/7/2013)

Please see reverse for Trip Request guidelines



Snohomish County Superior Court Adult Drug Treatment Court Trip Request Guidelines

1. Trip Requests are an incentive. Trip requests are not a vacation period.
2. Trip Requests need to be submitted one week (five business days) in advance.
3. Participants must have a minimum of 60 days of sobriety. This means no positive UA's, no missed UA's, no low C's, no altered or tampered UA samples.
4. Participants must be in "good standing" with Drug Court. This means no jail sanction within the past 30 days; no outstanding Community Service/Work Crew/or other sanction that has not been completed; no pending/outstanding fees; and you must be current on self-help meetings.
5. Participants must attend the required number of weekly self-help meetings. If the participant will be away for more than two days, the participants must provide a plan to attend self-help meetings at their requested location.
6. Participants may be asked to submit a UA immediately before and after the duration of the trip request.
7. Trip requests are to be no longer than 5 days
8. Collectively you are only allowed up to 10 days of Trip Requests during your participation in ADTC. (Example: If you went on a 4 day Trip request in May and a 3 day Trip request in August, you now only have up to 3 more days that you could be on a Trip Request for the rest of your time in ADTC.)
9. The Drug Court Coordinator will screen the request; if the criteria for trip requests have not been met, the Drug Court Coordinator will decline the request.
10. Family emergencies that require the participant be away (illness, death, etc.) are not incentives and are reviewed on a case-by-case basis with the team.
11. All trip requests are approved for only the dates/times and locations of the completed and approved trip request form.
12. Once approved you are not allowed to change the location of a trip request without ADTC Team approval.
13. If you leave later than planned on your trip request you are required to notify your drug court coordinator immediately upon not leaving at the time noted on your form. You are required to comply with ADTC until changes to your trip request are approved by the ADTC Team.
14. If you return early from your trip request you are required to notify your drug court coordinator immediately upon returning at another date/time then noted on your form. You are required to complete all ADTC requirements from the moment you return early.
15. You can be sanctioned if you fail to complete ADTC requirements when you leave late and/or return early from an approved trip request.

Should you have any questions, please contact your Drug Court Coordinator.